

PROGRAM TO IMPLEMENT MORATORIUM ON PURCHASE OF FILING CABINETS

I. Organization of the Program

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1. Headquarters Notice ☐ issued
  2. Meeting of DDS, DDP, and DCI Records Officers held March 8
  3. Meeting of DDI and DDS&T Records Officers held March 9
  4. Proposals made at Records Officers Meetings:
    - a. File Cleanup Campaign
    - b. Review of Records Control Schedules
    - c. Use of Shelf Files in lieu of cabinets and safes
    - d. Report orally results by April 15
    - e. Inspect vaults and secure areas to eliminate safes and file cabinets
  5. Materials given to Records Officers to Implement Program
  6. DDI requested all AD's by individual memorandum to implement program
  7. Arranged with O/P to post posters on bulletin boards
  8. Arranged with O/L to place promotional material on cafeteria tables
  9. Designed fliers and arranged with Payroll Div. to distribute fliers with April 23 salary checks (oversight) sent out after checks.
  10. Requested O/S to transmit sampling of security check sheets for a given period to us for review. (Results; turned in 2 safes, corrected improper procedures in 2 offices) also, Cable Secretariat ☐ initiating action on need for forwarding check sheets to O/S since no additional action is taken by O/S.
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RD  
4/21/65